



JOB DESCRIPTION

Title: **SENIOR UTILITY PLANNER**
Department: Power
Class Code: 3330
FLSA Status: Non-Exempt
Effective Date: March 1, 1985 (Rev. 07/2007)
Grade Number: 20

GENERAL PURPOSE

Under general supervision from the Engineering Manager performs administrative duties in the planning, design, development and maintenance of the total transmission and distribution electrical systems of Murray City Power Department.

EXAMPLE OF DUTIES

- *-- Prepares work order and contracts for reimbursable work orders, which include customer request and/or damages to overhead or underground facilities.
- *-- Uses Arc View to prepare work order drawing for major rebuilds to transmission and distribution systems and new installation of electrical distribution for residential and commercial projects. Electrical distribution will include both overhead and underground primary and secondary construction. Reviews electrical plans to determine loads in order to size transformers accordingly.
- *-- Researches land ownership and prepares easement and right-of-way. Works in conjunction with City Attorney to negotiate appropriate compensation for easement and Right-of-Way procurement.
- *-- Participates in making long-range plans for design, layout, developments and maintenance of City transmission and distribution lines and equipment.
- *-- Attends Planning & Zoning meetings and makes recommendations regarding new developments and changes to existing commercial establishments as they relate to the Power Department.
- *-- Coordinates scheduling in conjunction with Operations Manager, Power Department crews, other City departments, other utilities and Governmental agencies, and contractors.

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- *-- Reviews completed work orders for closing in the HTE System and to verify proper accounting according to FERC regulations to include those involving transmission systems, substation, overhead and underground distribution, and fiber optic installations.
- *-- Inspects construction sites and makes decisions concerning clearances and right of way requirements to be in compliance with the National Electric Safety Code.
- *-- Provides material requisition information to purchasing to ensure the timely acquisition and receipt of materials for construction and maintenance projects; reviews plans and drawings; makes revisions.
- *-- Perform duties of Planner I as necessary.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from High School plus an Associates Degree in the electrical or CAD/Design Field and five (5) years experience in electric utility engineering/planning; OR any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver License.

Necessary Knowledge, Skills and Abilities

- Working knowledge of National Electric Safety Code, National Electric Code, and Murray City Electrical Ordinance.
- Knowledge of overhead and underground construction standards and required materials.
- Knowledge of contract writing and easement preparation. Knowledge of land ownership research.
- Thorough knowledge of the theory of electricity; considerable knowledge of the principles and practices of line construction; thorough knowledge of mathematics involved with construction and line design.
- Knowledge of FERC accounting.
- Knowledge of HTE accounting system and HTE work order system.

- Knowledge of Arc View and Arc Info GIS systems.
- Working knowledge of surveying.
- Ability to read and interpret Electrical Plans.
- Ability to create effective working relationships with fellow employees, outside agencies, other departments and the public; ability to give written and verbal instructions; ability to communicate both verbally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer including word processing, spreadsheet and specialized software; phone; fax and copy machine, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate, but occasionally high.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.